

Bindushree D

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Summary:

Eight years of functional experience in Purchase / Strategic & Global Sourcing/New Product development/Vendor development for Electrical, Electromechanical and electronic components through Benchmarking, Costing, Vendor search & assessment, Negotiations, Prototype, Manufacturing Planning, Procurement, Supply Chain activities.

Work Experience – 4.8 Yrs

Organization: **M/s. Kaynes Technology India Pvt Ltd., Mysore.**

Designation: Purchase Executive

Duration: 24/1/2013 – 16/08/17

Industry Type: India's Leading EMS Manufacturer.(Medical, Railway Signaling, Aerospace, Automotive, IT and Consumer Products)

Personal Experience: In handling RM requirements / Vendor management / Supply chain management for Sedemac, Continental .IJL, Bosch ,Lucas TVS and as Project manager for same Automotive customers.

Work Experience – 4+ Yrs

Current Organization: **M/s Wuerth Elektronik India Pvt Ltd, ICS Division Mysore.**

Designation: Engineer-Supply chain management and IDM

Duration: 4/09/2017– Till Date

Industry Type: India's Leading Automotive Products Manufacturing. Ex.CEU, Redline and Automotive modules.

Personal Experience: In handling RM requirements/Vendor management/Supply chain management for Wirtgen, Mahindra, Volvo, Ashok Leyland, Bull machine, Maini materials requirements and Experience as IDM For same projects.

Key Skills Set

Global Sourcing, Purchase Management, Procurement Planning, Cost Reduction, Negotiation, Strategic Sourcing, Quality Improvement, Vendor Development and Management, Inventory Control and Management, Kaizen.

Familiar with MS-Word, Excel, Power Point, ERP - Oracle.

Operating systems - Windows 7, Windows XP, Windows 98

Job Description – Purchase Management

- Procurement of raw material from national and international market.
- Sourcing of New Materials for Protocol Projects, and sourcing alternates for regular running projects.
- Development of alternative local sources for imported raw materials which helps in time saving and cost saving.
- Bidding for New Business Proposal.
- Responsible for coordinating, executing and implementing sourcing strategies related to New Product Development Material.
- Setting up the weekly, monthly, quarterly procurement plan.
- Sending RFQ's for Quotations from different vendors as per the BOM's.
- Making comparative study of the offer made by vendors and negotiations.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with the Production Dept. for production planning based on customers' orders projection and to maintain optimum inventory.
- Liaison with internal department from the receipt of materials.
- Liaison with Finance Dept. for timely payment of bills.
- Liaison with Design Dept. for any design change/improvement.
- Liaison with Quality Dept. for quality assurance to the end customer.
- Support engineering in new product development process which includes order processing until pilot production.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Verification of purchase bills.
- Cost saving initiatives through alternate sourcing, negotiation and value engg.
- Preparing Quotations for customer's in consultation with top management (Raw material costing – Running Projects).
- Follow up with vendors for supplies in time to ensure smooth production.
- Developing reports on procurement and usage of material for top management.

Job Description – Vendor Development

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery, Credibility etc.
- Development of new vendors.
- Creating awareness for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and payment terms and conditions with them.
- Getting Samples & quotations, costing and finalization.
- Supplier meets as per company objectives in the areas of Cost, Quality, Service, Inventory, Delivery and Payment terms.

Training program:

- Involved in developing EMS documents such as Purchase Requisition, Purchase orders, new vendor assessment forms, Vendor Evaluation and others.
- Trained 5S auditor and
- Certified Internal Auditor

Personal Traits

- Good communications gained through experience.
- Excellent planning before taking up any task.
- Sense of responsibility.
- Interpersonal skills, willingness to learn and adapt to the conditions.
- Good organizational skills with the ability to meet deadlines and ability to work under pressure.
- A self-motivated team player & a quick learner.
- Positive attitude, hard work & sheer determination to deliver to the best of my ability.

Achievements

- In the year 2013, As a fresher successfully handled multiple automotive customer as project manager and Buyer at Kaynes technology.
- Implemented and proved cost saving program successfully at Wuerth Elektronik.
- Changed Payment terms as 30 Days credit for Digikey, Mouser, microchip and Future Electronics and many local vendors, Which were Advance terms before at Wuerth Elektronik.
- Awarded for the Performance and Outstanding contribution for vendor management and localization project with Certificate from Wuerth Elektronik India Pvt Ltd .

Scholastics

- MBA from ICFAI university in Operation and Supply chain management.
- Bachelors of Engineering in Electronics and Communication from Vishveshwarayya Technological University (2008-2012).
 - Bahubali College of Engineering, Hassan.
- Diploma in ECE from Dept. of Technical Education, B'lore(2006-08).
 - CPC Polytechnic, Mysore
- Secondary 10th from Karnataka Secondary Education Examination Board, B'lore(2005-06).
 - Marimallappa's High School, Mysore.

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